

ASSISTANT SUPERINTENDENT OF OPERATIONS WATER PRODUCTION AND TREATMENT

5348

NATURE OF WORK

This is technical supervisory work directing operations of the water production treatment plant facilities and well fields.

Work involves primary responsibility for supervisory and administrative functions pertaining to plant operations. Work requires technical knowledge and considerable independent judgment in methods of operation. The person in this position is responsible for implementing the operations programs adopted for the treatment plant facilities and well fields with general policy direction being received from the Superintendent of Water Production and Treatment. May assume executive responsibility for the plant as directed by the Superintendent of Water Production and Treatment. Operations responsibilities must be coordinated with the Assistant Superintendent of Water Production and Treatment. Supervision is exercised over the Water Plant Operators and Assistant Water Plant Operators.

EXAMPLES OF WORK PERFORMED

Supervises Water Plant Operators and Assistant Water Plant Operators; prepares work schedules for continuous operations of treatment plant facilities and well fields.

Maintains accurate and complete operating records of treatment plant facilities and well fields; prepares periodic or special reports to evaluate effectiveness of operating programs for plant facilities and well fields, and minimize cost of pumping, treating and testing water.

Establishes operations and safety criteria for specific processes and directs corrective measures as operational problems occur; studies operational procedures and recommends more efficient methods as appropriate.

Supervises technical and safety training programs by compiling information, scheduling classes, assisting in instruction and maintaining records on training activities.

Provides support to Water Plant Operators and Assistant Water Plant Operators in the area of treatment process and equipment failure.

Prepares performance appraisals on Water Plant Operators and Assistant Water Plant Operators; reviews and approves performance appraisals for all other operations.

Provides information on equipment, manpower, and consumables for budget planning purposes; periodically reviews budget to actual operating expenditures and recommends measures to control expenditures.

Prepares or approves purchase orders for treatment plant facilities and well fields.

5348 ASSISTANT SUPERINTENDENT OF OPERATIONS–WATER
PRODUCTION & TREATMENT

Page 2

Coordinates operations with the Assistant Superintendent of Water Production and Treatment as needed.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating principles of wells and water treatment plants.

Thorough knowledge of chemical usage and ozone production as it relates to water treatment.

Knowledge of basic mathematics.

Knowledge of computers and their applications.

Knowledge of electrical/mechanical equipment and instrumentation.

Ability to plan, direct and evaluate the output of a work group.

Ability to communicate effectively, both orally and in writing.

Ability to keep records and prepare clear and concise reports of well field and treatment plant operations.

Ability to establish and maintain effective working relationships with City officials, co-workers and the public.

Ability to logically solve problems.

Ability to exercise independent judgment and develop good habits in the area of safety and safety awareness.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in engineering, biology, chemistry, or related field and holding a Grade II Operator's certificate or higher from the Nebraska Department of Health and Human Services Regulation and Licensure and considerable experience in water treatment operations with experience in a supervisory capacity.

5348 ASSISTANT SUPERINTENDENT OF OPERATIONS–WATER
PRODUCTION & TREATMENT

Page 3

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with college level course work in engineering, biology, or related field and experience in water treatment plant operations with some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

3/91
Revised 6/2002

PS5348